

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO



PRO BONO (UNPAID) LAW CLERK POSITION
with U.S. District Judge William J. Martínez

Location: Denver, Colorado
Opening Date: **July 1, 2021**
Closing Date: Open Until Filled

The U.S. District Court for the District of Colorado is seeking an unpaid Pro Bono Law Clerk to U.S. District Judge William J. Martínez. In this position the selected applicant will assume duties traditionally performed by federal court law clerks. Though the position will be at will, the selected applicant will be asked to make a firm moral commitment to the position for a period of one year: **November 1, 2021 through October 31, 2022**. Duty station is located at 901 19th Street, Denver, Colorado. **Applications will be reviewed and interviews will be conducted on a rolling basis beginning immediately, with a preference given to applications received on or before July 23, 2021.** This posting will be removed once the position is filled.

In this position the Pro Bono Law Clerk will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials, hearings, and other court proceedings, and acting as legal advisor. The Judge's Chambers is a hard-working but friendly environment.

Minimum qualifications:

To be eligible for consideration, the applicant must:

1. Be a graduate of an accredited law school,
2. Have excellent writing and legal research skills, and
3. Have high ethical standards, be committed to justice and the rule of law, and have a sense of humor.

This position is a gratuitous service appointment. Claim or right to receive salary, other compensation, or any benefits (such as health benefits) in consideration for the performance of assigned duties is waived. This position is at will and can be terminated with or without cause.

How To Apply:

Applicants **must** apply through the Online System for Clerkship Application and Review, at <https://oscar.uscourts.gov/>. Through OSCAR, each applicant should submit:

1. A cover letter describing your legal experience and why you believe you are well-suited to this position in our Chambers, **including your financial ability and willingness to commit to an unpaid, one year position**;
2. A detailed and up to date résumé;
3. Two substantial writing samples which reflect no more than *de minimis* editing by other individual(s); and
4. Three references (including current telephone number and e-mail addresses). Letters of recommendation **should not** be submitted at this time.

Please **DO NOT** send any application materials to us through any other means, including in hard copy or via electronic mail.

Only qualified applicants will be considered for an interview for this position. Applicants who do not timely submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

The selected applicant will be required to complete a FBI fingerprint background check. Retention in the position will depend on a favorable suitability determination.

An Applicant must be a U.S. citizen or legally eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that those selected for all law clerk positions be eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) form. Proof of eligibility status will be required.

**The United States District Court for the District of Colorado
Is an Equal Opportunity Employer**